

OCT 16 2012

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**HALL MEMORIAL LIBRARY  
BOARD OF DIRECTORS' MEETING  
October 9, 2012**

- I. Chair John Halloran called the regular meeting of the Hall Memorial Library Board to order at 7:38 PM. Members present were Mary Blanchette, Mary Clements, Janet Wieliczka, Jeanne Zulick, Peter Nickerson, Patricia Grundman, Children's Librarian and Assistant Library Director, and Susan Phillips, Library Director. Marcia Downs was present as recording secretary.
- II. Citizen's Forum – There were no citizens present at this meeting.
- III. Approval of Minutes of the September 11th, 2012 Meeting (Wieliczka/Blanchette) - The minutes were reviewed by members present and were unanimously approved as written.
- IV. Treasurer's Report –Susan Phillips and Marcia Downs read the balances in the checking and savings accounts for the month of September 2012.
- V. Current Year Budget – A copy of the Year-to-Date budget was reviewed.
- VI. Library Director's Report – The report dated October 9, 2012 was reviewed and discussed.
- VII. Friends of the Library Report –Peter Nickerson reported that the annual fall book sale will be held on November 2nd, 3rd, and 4th, 2012.
- XII. Old Business – Long Range Planning – It is time to begin the second Long Range Plan for the library. Copies of the last plan were sent to the board members. Sue Phillips reviewed the programs and events of the first plan, along with updates and goals met in that plan. At this time a brainstorming session is needed and will be scheduled to start planning for the next period of time, and also to look ahead for budget needs for next year. The discussion will continue at the November regular meeting, allowing time to come up with ideas on physical space needs and building maintenance solutions.
- IX. New Business – 2013 Meeting Schedule – The board agreed to keep the meeting schedule the same on the second Tuesday of the month for 2013, and it will be published by the next regular meeting. – Purchasing Policies and Procedures - The need for a credit card in the name of the library has become more pressing, with the number of items that need to be purchased more quickly, or are only offered on-line. A motion was made and unanimously approved (Blanchette/Wieliczka) to allow Sue Phillips to secure a credit card for library use.
- X. Director's Concerns – Any Capital Improvements (one- time items totaling over \$10,000.00) for next year's budget need to be submitted in November. A discussion will be held at the next meeting to consider any needs at this time.
- XI. Correspondence – None.
- XII. Adjournment – A motion was made and unanimously passed to adjourn the meeting at 9:08 PM (Clements/Nickerson ).

Respectfully submitted,

*Marcia H. Downs*